



# PETITION FOR VARIANCE

(Please type or print)

ZBA Use Only

File # \_\_\_\_\_

Each application for Variance submission shall be prepared in accordance with the provisions of Zoning Ordinance Section 34-213. The purpose of this document is to identify the submission requirements in checklist form, so as to help applicants better understand the process and guide them in the preparation of their application. The applicant should refer to the following resources for more in-depth descriptions of the Variance requirements:

Zoning Ordinance- <http://library.municode.com/index.aspx?clientId=14939>

Chelsea Development Guide- [www.ci.chelsea.ma.us/Public\\_Documents/ChelseaMA\\_Planning/publications](http://www.ci.chelsea.ma.us/Public_Documents/ChelseaMA_Planning/publications)

**Site Information-** Maps available at Assessor's Office and GIS maps are found at: <http://maps.chelseama.gov/>

Property Address: \_\_\_\_\_  
Assessor's Map: \_\_\_\_\_ & Lot: \_\_\_\_\_  
Suffolk Registry of Deeds: Book # \_\_\_\_\_ Page# \_\_\_\_\_  
Certificate Number (if registered) \_\_\_\_\_

Current Zoning District (Check One) 

- |  |   |
|--|---|
| <input type="checkbox"/> Residence 1       | <input type="checkbox"/> Industrial                 |
| <input type="checkbox"/> Residence 2       | <input type="checkbox"/> Waterfront                 |
| <input type="checkbox"/> Residence 3       | <input type="checkbox"/> Light Industrial           |
| <input type="checkbox"/> Retail Business   | <input type="checkbox"/> Light Industrial 2         |
| <input type="checkbox"/> Retail Business 2 | <input type="checkbox"/> Naval Hospital Commercial  |
| <input type="checkbox"/> Shopping Center   | <input type="checkbox"/> Naval Hospital Residential |
| <input type="checkbox"/> Business          |   |
| <input type="checkbox"/> Highway Business  |   |

Overlay Districts (If Applicable): \_\_\_\_\_

## 2. General Information

Petitioner Name: \_\_\_\_\_

Petitioner Address: \_\_\_\_\_

Tel. #: Days ( ) \_\_\_\_\_ - \_\_\_\_\_ Evenings: ( ) \_\_\_\_\_ - \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Petitioner is:  Owner  Prospective Purchaser  Tenant  
 Licensee  Other (Describe) \_\_\_\_\_

Owner Name (if different): \_\_\_\_\_

Owner address: \_\_\_\_\_

Tel. #: Days ( ) \_\_\_\_\_ - \_\_\_\_\_ Evenings: ( ) \_\_\_\_\_ - \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Designee Name (if different from Petitioner): \_\_\_\_\_

Designee address: \_\_\_\_\_

Tel. #: Days ( ) \_\_\_\_\_ - \_\_\_\_\_ Evenings: ( ) \_\_\_\_\_ - \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**3. Written Project Summary- Describe the proposed work, existing & planned uses, existing and proposed dimensional requirements, building(s) and structure(s) size and locations, units/number of bedrooms, and/or other relief necessary: (Use additional sheets as needed):**

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**4. Variance Criteria – A variance may only be granted when all of the four criteria are met:**

A). Describe the circumstances relating to *the soil conditions, shape or topography which especially affect the land or structure* (s) in question, but which do not affect generally the Zoning District in which the land or structure is located that would substantiate the granting of a variance.

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B). Describe how the literal enforcement of the provisions of the zoning ordinance relating to the circumstances especially affecting the land or structure in question would involve *substantial hardship, financial or otherwise*, to the petitioner.

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C). Describe how desirable relief may be granted *without substantial detriment to the public good*.

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D). Describe how desirable relief may be granted *without nullifying or substantially derogating from the intent or purpose of the zoning ordinance* of the City of Chelsea.

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**5. Fee Schedule** (Fees may be paid by personal check, treasurer’s check or money order)

Variance Application Fee: **See attached Fee Schedule (effective January 1, 2017)**  
**\$80.00** payable to the *Chelsea Record*

I/We hereby certify under the pains and penalties of perjury that the foregoing information contained in this petition are true and complete.

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**SIGNATURE OF PETITIONER**

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**DATE**

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**SIGNATURE OF PROPERTY OWNER**

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**DATE**

***INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO APPLICANT***

Zoning Board of Appeals  
City Hall, Room 101, 500 Broadway  
Chelsea, Massachusetts 02150  
Telephone (617) 466-4180  
Fax (617) 466-4195

# Special Permit / Major Site Plan / Variance Submission Requirements

The following list is intended to aid the applicant in gathering all required supporting materials for the permit process. Please consult with the Department of Planning & Development to determine if fewer paper copies can be submitted for your project, particularly if you are submitting an application for both a Special Permit and Major Site Plan Approval or submitting electronic documents. An application for a special permit shall be in conformance with Section 34-214 of the zoning ordinance. Specifically, Section 34-215(e) specifies the plan requirements for Major Site Plans. Incomplete applications will not be accepted and will be returned to the applicant. Applicants are invited to submit a pre-application sketch of the proposed project to the Department of Planning & Development and to schedule a comment period at a regular meeting of the ZBA. Plans shall be prepared by a registered engineer, registered land surveyor, architect or landscape architect, as appropriate. Double-sided copies of reports are encouraged for large documents, including drainage calculations, traffic reports, or engineering data.

**It is the applicant's responsibility to deliver all application and attachments to the Department of Planning & Development prior to filing with the City Clerk as follows:**

## Special Permit Submission Requirements

Submitted and stamped at the  
City Clerk's Office:

### Twenty petition sets

*(including three 24" x 36" plans  
and seventeen 11" x 17" plans)*

- City Clerk (original copy)
- Zoning Board of Appeals
- Planning Board

### Five sets are delivered to:

- Inspector of Buildings
- Department of Public Works
- Fire Department
- Conservation Commission
- Board of Health

\*Special permit applications to reconstruct, extend, alter, a non-conforming single or two-family structure need to submit only one (1) original 11" x 17" plan and fifteen (15) copies of plans. (Section 34-214(c)(3))

## Major Site Plan Submission Requirements

Submitted and stamped at the  
City Clerk's Office:

### Seventeen petition sets

*(including three 24" x 36" plans  
and fourteen 11" x 17" plans)*

- City Clerk (original copy)
- Planning Board

### Six petition sets are delivered to:

- City Council
- Inspector of Buildings
- Department of Public Works
- Fire Department
- Conservation Commission
- Board of Health

## Variance Submission Requirements

Submitted and stamped at the  
City Clerk's Office:

### Ten petition sets

*(including two 24" x 36" plans  
and eight 11" x 17" plans)*

- City Clerk (original copy)
- Zoning Board of Appeals

## Waiving of Requirements

A letter requesting a waiver of requirements for Major Site Plans should accompany an application that does not include all checklist items in Section 34-215 (e). This waiver letter should also explain the reasons for the Planning Board to grant a waiver. In addition, the Zoning Board of Appeals and Planning Board reserve the right to require the additional information, including plans, as allowed in the Zoning Ordinance.

Complete sets of plans, applications, narratives, and photos will help avoid delays.

The City Clerk will not accept incomplete applications that do not contain the minimal submission requirements.